

# GOAPPLY USER GUIDE



## TABLE OF CONTENTS

|                                     |          |
|-------------------------------------|----------|
| <b>Introduction.....</b>            | <b>2</b> |
| <b>Getting Started.....</b>         | <b>2</b> |
| <b>Register.....</b>                | <b>2</b> |
| <b>Password Assistance.....</b>     | <b>3</b> |
| <b>Dashboards.....</b>              | <b>3</b> |
| <b>Completing Applications.....</b> | <b>4</b> |

## INTRODUCTION

Teichert Foundation is using a system called GOapply to accept grant applications. The following guide will take you through the process of creating an account, starting an application, and submitting an application.

First, a brief overview of how applications are set up in GOapply. When you log in to GOapply, you will see a list of applications that you are eligible to apply for. Applications with multiple phases will be advanced by Teichert Foundation. Once the next phase is available to you, you will see it in your Applicant Dashboard.

Please note, the screenshots in this guide are to be used for general reference, the appearance GOapply or any related emails may be different in your experience due to formatting and branding, however the functionality remains the same.

## GETTING STARTED

### REGISTER

You will need to register your account. You will have the option of registering as an individual or an organization.

Access the link provided to you by Teichert Foundation. Click the link to register a new account.



You will be asked to register as an individual or an organization. Choose Individual.



Fill in the form with your information. The email address you enter will be what you use to log in. Click Register. If your registration processed successfully, you will see confirmation on the screen.

Next, verify your email. You should have a verification link in your inbox. If you don't see the email, check your Spam folder. If it goes to Spam, you need to classify it as Not Spam before you can click the link.



**Opportunities:** The Opportunities Dashboard shows which applications are available to you. Click View to see details about the application. Click Apply to start working on the first phase.

## COMPLETING APPLICATIONS

**Starting an application:** To begin, choose an application from your Opportunities dashboard. Click View, then Apply from the application home page.

The application home page is where you can i nM